

memorandum

DATE: **January 29, 2009**

REPLY TO
ATTN OF: Y12-40:Sundie

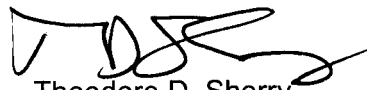
SUBJECT: **STAFFING PLAN FOR THE NATIONAL NUCLEAR SECURITY ADMINISTRATION Y-12
SITE OFFICE**

TO: Karen Boardman, Chairperson, Federal Technical Capability Panel, NZ, ALB

REFERENCE: Memorandum from Chairman, Federal Technical Capability Panel to Agents,
Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2008,
08-NA SC-012, dated November 17, 2008.

We have completed our analysis of staffing needs per the guidance in the referenced memorandum. Our revised staffing plan for the Y-12 Site Office is attached.

Should you have any questions, please contact Kevin Smith at (865) 574-5620.



Theodore D. Sherry
Manager
Y-12 Site Office

Attachment:
As Stated

cc w/attachment:
Col. Efren Garcia, NA-17, FORS
K. W. Smith, Y12-01, YSO
T. E. Vereb, Y12-10, YSO
D. R. St. Pierre, Y12-20, YSO
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Annual Workforce Analysis and Staffing Plan Report

As of December 31, 2008

Reporting Office: Y-12 Site Office

Section One: Current Mission(s) of the Organization and Potential Changes

- A. The Y-12 Site Office (YSO) mission is to support National Security in the manufacture and rework of nuclear weapon components, dismantle nuclear weapon components returned from the military, serve as the nation's warehouse for enriched uranium, provide special production support to other programs, support Nuclear Nonproliferation initiatives, and support other federal agencies through the Work for Others Program. To accomplish these missions, the following (non-exclusive) activities are conducted:
- Ensure effective contract oversight
 - Oversee the safe operations of nuclear missions and activities;
 - Effectively re-manufacture, accept, surveil, and assess all uranium, lithium, and secondary components in the nuclear stockpile while protecting personnel and the environment;
 - Store, process, and disposition uranium, lithium, and secondary components associated with the nuclear stockpile;
 - Manage the processing and storage of highly enriched uranium and lithium for Defense Programs;
 - Dismantle nuclear weapons subassemblies;
 - Modernize and transform the Y-12 Plant in support of site and Complex Transformation goals by consolidating operations and modernizing facilities and infrastructure.
 - Conduct Nuclear Nonproliferation activities;
 - Maintain technical capability for nuclear weapons development and production;
 - Oversee line item and GPP/GPE construction projects;
 - Manage facilities which support assigned programs; and
 - Other programs as assigned
- B. The YSO is currently working on new or changing missions as follows:
- Significant efforts are underway at Y-12 to achieve a modernized factory that is responsive, efficient, and cost effective in meeting the missions of NNSA, the latest Graded Security Protection (GSP) Policy and that complies with modern codes, standards, and ES&H regulations. Plans are to consolidate the manufacturing operations into a smaller facility "footprint" to allow more efficient and integrated operations. This consolidation will also extend to the security Perimeter Intrusion Detection and Assessment System (PIDAS), which will be modified to maintain only those areas in the revised footprint. This will involve a series of projects of sufficient magnitude and complexity that on-site oversight is necessary to ensure requirements are met. The focal point of the modernization effort is the consolidation of all enriched uranium in the Highly Enriched Uranium Materials Facility (storage) and the Uranium Processing Facility (manufacturing). A new PIDAS will enclose the two facilities which will reduce the site's Protected Area by approximately 90%. Y-12 will also be required to accelerate the dismantlement of weapon components and consolidate some operations and nuclear material into a smaller footprint in order to fully support the modernization vision and implement the GSP Policy.
 - Due to the magnitude and complexity of the modernization effort, on-site oversight is necessary to ensure requirements are met. Activities requiring YSO oversight include multiple line item projects, expense projects, and consolidation initiatives to implement the modernization vision and GSP policy. Project directors, utilizing Integrated Project Teams including Subject Matter Experts (SMEs), perform oversight of line item and expense projects while program managers, Facility Representatives, and SMEs perform oversight of dismantlement and the consolidation of operations and nuclear material. Project directors and program managers are supported by matrix organizations that provide expertise in authorization bases, safeguards and security, operations, startup/readiness, safety and health, and finance and contract management.
 - Production readiness and capacity are being driven by the "New Triad" of flexible response capabilities established by the Nuclear Posture Review. A reduction in the future stockpile is expected to be complemented by an infrastructure that is capable of responding to unforeseen problems in the stockpile or emerging threats that would require new capabilities. This migration to a responsive infrastructure through NNSA Complex Transformation initiatives will require additional YSO oversight. Additionally, a Y-12 Throughput Improvement Plan has been established which identifies a large number of improvements required in the factory in order to support the increased production requirements. The increased focus and emphasis in this area will require additional YSO oversight.

- The Y-12 National Security Complex provides support to virtually all of the NNSA nonproliferation programs. As the NNSA representative in Oak Ridge, YSO is involved with oversight, coordination and providing contractor direction and performance evaluation. Among the Nonproliferation programs supported are the HEU Transparency implementation Program, Global Threat Reduction Initiative, International Material Protection and Cooperation, Nuclear Cities Initiative, International and Domestic Fissile Materials Disposition Programs, IAEA inspections, Export Control, Second Line of Defense, compliance with START treaties, and Russian Strategic Rocket Forces activities. The IAEA inspections are in the process of completion and all the closeout work by HQ should be completed in FY 2009. Depending on international events, it is possible that the Y-12's level of participation in these programs could increase of the coming years. In addition, B&W is actively seeking to increase the Work For Others activities at the site.
- Additional startup and/or restart activities will result from modernization efforts. For these reviews, as minimum, technical individuals from the Operations Management, Programs, Safeguards & Security, and Engineering, Safety, and Environment organizations are required to evaluate the contractor's state of readiness. YSO will also utilize the NNSA Service Center to supplement and/or support these efforts on an as-needed basis.
- YSO requested to increase the staffing ceiling in both 2008 and 2009. This increase would allow YSO to increase the federal staff to effectively oversee the Uranium Processing Facility line item project and will also provide for the addition of a pilot senior business/administrative analyst for succession and development planning. The project support for UPF will include a deputy Federal Project Director, an Operations Engineer/Facility Representative, and an Authorization Basis Engineer. Also, YSO is requesting three additional positions in 2009 to support demands for additional Subject Matter Expertise in specialized areas in order to fulfill the YSO responsibility to perform its owner, contracting, and regulatory oversight roles. This request is being evaluated by DOE-HQ.
- YSO added two individuals from the NNSA Future Leaders (FL) Program in 2008. These positions are not counted in the FTE baseline level. These positions are funded separately for the first 2-year period while they complete a prescribed training program. In June of 2010, the positions will be counted against the YSO baseline. Both of the Future Leader Candidates will participate in the Technical Qualification Program; one in the Criticality Safety and one in the Safeguards & Security functional qualification area. Assignment of additional future leader candidates is being pursued in the Operations, Engineering, Safety, and Environment, and Safeguards & Security area of YSO. Future Leaders are expected to be converted to YSO employees after completing the 2 year FL program. YSO plans to recruit additional FLPs as needed in specific subject matter areas to ensure continuity in the oversight function. Another FLP Intern has accepted a position as a maintenance engineer, and will enter the FLP program in 2009 and graduate in 2011.
- One of YSO's primary roles is in maintaining effective oversight of all contracts and contracting operations managed at Y-12. This includes oversight of a large Management and Operating (M&O) contract, a large, Safeguards and Security contract and several other Prime Contracts supporting the various missions at Y-12. The total budget authority for these contracts is approximately \$1 Billion or more annually, depending on the construction activity for each given year.

Section Two: Technical Staffing

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC 1 0 HC 2 11 HC 3 5

Number of Radiological Facilities: 61

Number of High or Moderate Hazard Non-Nuclear Facilities: 15

Number of Low Hazard Non-Nuclear Facilities: _____

Number of Documented Safety Analyses: 15 (See Note 1)

Number of Safety Systems: 105 (See Note 1)

Number of Site Contractor FTEs: ~7000

Number of Federal Office FTEs: 91 (See Note 2)

Note 1: This number includes data anticipated for the HEUMF facility, which is currently under acceptance testing prior to startup.

Note 2: YSO had 86 positions authorized through HR. The 87th authorization was recently approved as a result of a transfer of a Security Specialist position. An additional position (88th) was recently approved to support UPF. Three additional FTEs were requested in support of UPF, taking the total to 91 FTEs. This total does not include the additional 3 UPF positions requested, which would take the total to 94 FTEs.

TECHNICAL FUNCTIONAL AREA	For All Facilities ¹		COMMENTS
	No. of FTEs Needed ¹	No. of FTEs Onboard ¹	
Senior Technical Safety Managers	7	6	One vacancy due to transfer; plans are to backfill in 2009.
Safety System Oversight Personnel	8	5	One HVAC System Engineer for UPF and 2 additional SSO needed to support UPF project. Support from Service Center will be needed.
Facility Representatives	12	11	Quals in progress for 1 FR. Backfill is requested for 1 transfer to UPF project.
Other Technical Capabilities:			
Authorization Basis Engineers	4	3	1 AB Engineer needed to support UPF project. Surge capacity will be provided by a support service contractor when required.
Aviation Manager	0	0	Covered by Emergency Management Engineer
Aviation Safety Officer	0	0	Covered by Emergency Management Engineer
Chemical Processing	1	0	This position is currently vacant, but is being covered by other SSOs. (See Note 2)
Civil/Structural Engineering	0	0	Functions covered by Project Managers; support from Service Center as needed.
Construction Mgmt	0	0	Functions covered by Project Managers
Criticality Safety	2	1	1 FTE covered by service contractor while FLP is in training.

Electrical Systems	0	0	Functions covered by SSO (See Note 2)
Emergency Management	1	1	
Environmental Compliance	1	1	
Facility Maintenance Mgmt	2	1	FLP intern to begin in 2009.
Fire Protection Engineering	1	0	Function currently covered by SSO (See Note 2). Plans are to recruit an FLP intern in 2009.
Industrial Hygiene	1	0	Function currently covered by Radiation Protection position (See Note 2). Plans are to recruit an FLP intern in 2009.
Instrumentation and Control	0	0	Functions covered by SSO (See Note 2)
Mechanical Systems	0	0	Functions covered by SSO (See Note 2)
Nuclear Safety Specialist	0	0	Performed by AB Engineers (See Note 2)
Occupational Safety	1	1	
Operations Engineer	1	0	Covered by Technical Training and Facility Maintenance Engineers (See Note 2)
Lead Operations Engineer	1	1	
Lead Quality Assurance Engineer	1	1	
Weapons QA Specialist	1	1	
Weapons QA Engineer	2	2	
Quality Assurance	3	2	1 position needed to support facility quality function for balance of Y-12.
Radiation Protection	1	1	Combined with Industrial Hygiene position.
Senior Technical Program Manager	3	3	
Safeguards and Security	8	8	1 person reporting in January, 2009.
NMC&A Specialist	2	2	
Cyber Security/Information Technology Specialist	3	3	
Safety Software Quality Assurance	0	0	Function covered by Weapons QA specialist (See Note 2)
Technical Program Manager	6	5	1 FTE for Cost Estimator to validate Productivity Improvements and Cost Reductions
Technical Training	2	1	1 FTE covered by support service contractor
Transportation & Traffic Mgmt	0	0	Function covered by Emerg. Mgmt. Engineer (aviation) and Occupational Safety position (roadway/rail) (See Note 2)
Waste Management	0	0	Functions covered by Environmental Compliance (See Note 2)
Senior Project Director	3	3	

Project Director	6	4	Qualifications in progress for 1 Project Director. 1 additional Project Controls needed to support UPF project (project controls). 1 backfill for FPD position
Senior Nuclear Engineer	1	1	
TOTALS	85	68	

Note 1: Facilities, systems, personnel and authorities listed should be those in the organization's immediate line authority. The YSO list includes Federal Staff, Future Leaders, and Support Contractors.

Note 2: Many of the current YSO staff members are covering multiple functional areas. Fortunately, this is due to the high level of technical expertise and experience of the individuals in these areas. This capability will not necessarily be available in future years, resulting in a need for additional staffing.

Section Two: Technical Staffing (continued)

The basis for the YSO Technical staffing summary staffing levels was determined utilizing the methodology guidance provided to the FTCP Agents. The YSO analysis was subdivided into the following groups.

1. Facility Representatives – The process for determination of the appropriate amount of FR oversight is an analytical method given the facility hazard level, operational activity and complexity, and programmatic importance.
2. Safety System Oversight Engineers -- The process for determination of Safety System Oversight (SSO) staffing levels is based on and adapted from the process used to determine Facility Representative staffing levels. For YSO, these positions consist of Chemical Process Engineer, Instrumentation Engineer, Metallurgical Engineer, 2 Heating, Ventilation, and Air Conditioning (HVAC), 2 Fire Protection, and Senior Systems Engineer.
3. Technical Qualification Program -- The process for determination of Technical Qualification Program (TQP) staffing levels is based on and adapted from the process used to determine Facility Representative and Safety System Oversight (SSO) staffing levels. The TQP staff consists of federal personnel qualified to a Functional Area Qualification (FAQ) Standard that is needed over and above the facility representatives, the SSO staff, the safety management program oversight staff, and the senior technical safety managers to ensure operational safety and mission accomplishment. The YSO TQP was further subdivided into the following groups.
 - a. Senior Technical Safety Managers
 - b. Operations Management – Operations, Maintenance, Training
 - c. Safeguards & Security – Physical, Cyber, Information, Industrial, and NMC&A
 - d. Technical Program Managers
 - e. Senior Project Directors/Project Directors
 - f. Technical Subject Matter Experts – Authorization Basis, SSO, Industrial Hygiene, Environmental, Fire Protection, Radiological Protection, Emergency Preparedness, and Transportation, Weapons Quality Assurance, Software Quality Assurance, Facility Quality Assurance
4. The analysis was performed in each of these areas and the results documented in Table 1.
5. Senior Technical Safety Manager (STSM) – The process for determination of STSM positions was made based on YSO's organizational structure. YSO Senior Management unilaterally determined that all senior technical positions would qualify as an STSM. Consequently, the 7 designated STSM positions in YSO are the Manager, Deputy Manager, and the Assistant Managers for Operations Management, Programs, Engineering, Safety, and Environment, and Project Directorate; and the Lead Systems Engineer.
6. In the process of performing these staffing analyses, consideration was made to situations where the SSOs, FRs, and SMEs provide assistance to each other to meet oversight responsibilities without increasing the number of FTEs.

Section Three: Current shortages and plans for filling them

The following are the anticipated shortages for YSO in the critical technical capabilities/positions and are prioritized in hiring order. These positions are contingent upon retaining current staff.

1. Senior Technical Safety Manager – Vacancy in the office of Assistant Manager for Environment, Safety, and Engineering due to transfer; plans are to backfill in FY09. This is a very key position for YSO and is needed as soon as possible.
2. UPF Project Controls (1 FTE NOT in the baseline FTE target) – Support the UPF FPD as a project controls lead. The complexity of the UPF project planning and scheduling will require focused oversight on the project estimate and schedule. Expertise will be required in project scheduling software (P3), estimating techniques, and overall earned value management planning documentation. This support will be required for the duration of the UPF project. Plans were to fill this position in FY09. YSO will fill as soon as the hiring freeze is lifted.
3. Authorization Basis Engineer (1 FTE NOT in the baseline FTE target) – Support the UPF project by providing full-time support in the development of the Preliminary Documented Safety Analysis, and all the supporting documentation required to meet DOE STD 1189 / Integration of Safety into the Design Process. Plans were to fill this position in FY08. YSO will fill as soon as the hiring freeze is lifted.
4. Safety System Oversight personnel Fire Protection Engineer and HVAC Engineer positions are needed to support the two major projects (HEUMF and UPF) as they progress through design, construction, and operation. The Chemical Safety Engineer position is currently vacant. Plans are to fill the Chemical Safety Engineer position in FY 2009.
5. Facility Representative – Backfill due to transfer of one FR position to the UPF project; plans are to recruit for the vacancy in FY 2009.
6. Federal Project Director – Backfill due to loss of a Federal Project Director. Plans are to recruit for the vacancy in FY 09.
7. Cost Estimator – Having a Cost Estimator is essential for YSO to perform its mission and to drive Complex Transformation. With the increased emphasis on contractor cost savings throughout the NNSA complex, cost savings estimates are routinely used by B&W Y-12 in establishing their base program work scope for the year. In addition, cost savings performance incentives are routinely included in Y-12's Contractor Performance Evaluation Plans (CPEP). For FY 2009, this includes a multi-site incentive for cost savings in support of Accelerating Complex Transformation (~\$14M) and an award fee stretch incentive for Process & Productivity Improvement (P&PI) cost savings (~\$26M). This position is for an individual with the skills necessary to analyze contractor baseline costs during budget development and at the beginning of each fiscal year; evaluate contractor cost performance against the baseline throughout the fiscal year, and verify cost performance against baseline assumptions and CPEP metrics at the end of the fiscal year. Plans are to recruit for this position in FY09.
8. Criticality Safety Engineer (NOT in the baseline FTE target) – Currently using a support contractor to perform the function while Future Leader is in training.
9. Technical Training (NOT in the baseline FTE target) – YSO plans to maintain coverage of this function with a support service contractor.
10. Facility Quality Assurance Engineer (1 FTE NOT in the baseline FTE target) – Currently require support from the YSO Quality Assurance group that is also supporting all other Y-12 projects, as well as the operational QA program at Y-12. 1 FTE is needed to perform facility quality assurance oversight functions for the remainder of the Y-12 plant.

Section Four: Projected shortage/surplus over next five years

The following are projected shortages in the technical capabilities/positions to be filled in fiscal years 2009 through 2013. This position is contingent upon retaining current staff. The shortages are relative now and will increase as the two major projects (HEUMF and UPF) continue to progress through design, construction, and operation

1. Safety System Oversight personnel (2 FTEs, NOT in the baseline FTE target) – These positions are needed to support the two major projects (HEUMF and UPF) as they progress through design, construction, and operation.
2. Facility Quality Assurance Engineer (2 FTEs NOT in the baseline FTE target) – 1FTE is needed to support QA oversight functions in the UPF project(in a matrix capacity) and other Y-12 projects; 1 FTE is needed to perform facility quality assurance oversight functions for the remainder of the Y-12 plant.
3. Authorization Basis Engineer – Support the UPF project by providing full-time support in the development of the Preliminary Documented Safety Analysis, and all the supporting documentation required to meet DOE STD 1189 / Integration of Safety into the Design Process. YSO will fill as soon as the hiring freeze is lifted.
4. UPF Project Controls – Support the UPF FPD as a project controls lead. The complexity of the UPF project planning and scheduling will require focused oversight on the project estimate and schedule. Expertise will be required in project scheduling software (P3), estimating techniques, and overall earned value management planning documentation. This support will be required for the duration of the UPF project. Plans are to fill this position in FY09.
5. Quality Assurance – Support the UPF project by providing full-time support in the area of Quality Assurance oversight. Currently require support from the YSO Quality Assurance group that is also supporting all other Y-12 projects, as well as the operational QA program at Y-12. Plans are to fill this position in FY09.
6. Facility Representative – Backfill due to transfer of one FR position to the UPF project; plans are to recruit for the vacancy in FY 2009.
7. Cost Estimator – Having a Cost Estimator is essential for YSO to perform its mission and to drive Complex Transformation. With the increased emphasis on contractor cost savings throughout the NNSA complex, cost savings estimates are routinely used by B&W Y-12 in establishing their base program work scope for the year. In addition, cost savings performance incentives are routinely included in Y-12's Contractor Performance Evaluation Plans (CPEP). For FY 2009, this includes a multi-site incentive for cost savings in support of Accelerating Complex Transformation (~\$14M) and an award fee stretch incentive for Process & Productivity Improvement (P&PI) cost savings (~\$26M). This position is for an individual with the skills necessary to analyze contractor baseline costs during budget development and at the beginning of each fiscal year; evaluate contractor cost performance against the baseline throughout the fiscal year, and verify cost performance against baseline assumptions and CPEP metrics at the end of the fiscal year. Plans are to recruit for this position in FY09.
8. Protective Force Specialist/Firearms Safety Specialist – The current incumbent for this position plans on retiring by CY 2010. This vacancy will result in the absence of trained or qualified federal oversight personnel for the high risk protective force operation. This position will continue to be needed to oversee protective force operations at a nuclear facility, to oversee protective force transition to the new Tactical Response Force requirements, to perform as the Contracting Officer's Representative for the protective force contract, and to ensure protective force integration into UPF design and operation.
9. Classification Officer – The current incumbent for this position plans on retiring by CY 2010. This vacancy will result in the absence of site office capability to adequately oversee contractor classification program activities, to support site office classification needs (e.g. providing classification advice, Freedom of Information Act responses), and to develop site specific classification guidance which has reduced communication costs for sensitive projects at Y-12.
10. Construction Engineer (1 FTE not in Baseline FTE target)- One additional position is needed to perform construction oversight for the UPF project. The position will oversee construction activities during execution of the CD-3 phase of the project . Anticipate need to fill position in FY 11.
11. Federal Project Director – This vacancy is projected due to eligibility for retirement from current Federal Project Director.

Section Four (continued): Potential YSO Vacancies due to retirements over next 5 years

The following table shows the YSO positions occupied by individuals who meet retirement eligibility and will represent a potential staffing shortage.

Position	Retirement Eligibility					
	2009	2010	2011	2012	2013	2014
Engineers (Subject Matter Experts)	1		1		1	1
Technical Program Managers	1				3	1
Facility Representatives	1	1	1		1	1
Senior Technical Safety Managers			1			
Business Management	1		2	1	1	2
Security Specialists	3	1				
Project Directors	1					
Safety System Oversight				1		
Office Managers				1		
Totals	8	2	5	3	6	5
Overall Total	29					

YSO PROJECTED NEEDS AND RECRUITMENT PLANS

Vacant positions and additional YSO Staffing

Positions	FY2009		FY2010		FY2011		FY2012		Comments
	Needed	On Board	Needed	On Board	Needed	On Board	Needed	On Board	
Senior Technical Safety Manager	1	0							Assistant Manager for ESE position
UPF Project Controls	1	0							Needed to support the UPF project
Authorization Basis Engineer	1	0							Needed to support the UPF project
Federal Project Director	1	0							Needed to support additional facilities: HEUMF, UPF and related transportation activities
SSO/Chemical Engineer	1	0							Backfill due to transfer
Facility Representative	1	0							Backfill due to transfer to UPF
Cost Estimator	1	0							Productivity Improvement
Physical Security Specialist	1	0							Arriving in January, 2009
Protective Force Specialist/Firearms Safety Specialist					1	0			Backfill needed due to retirement
Classification Officer			1	0					Backfill needed due to retirement
Facility Quality Assurance Engineer	1	0							1 position for balance of Y-12 plant.
Construction Engineer					1	0			Needed to support UPF Construction

The following table summarizes YSO staffing activities for **Future Leader Positions**.

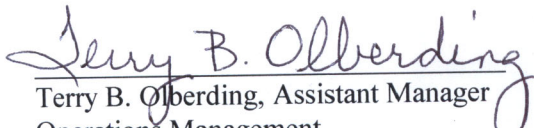
Positions	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Authorization Basis Engineer					Recruit in FY11 for need in FY13	
Criticality Safety Engineer		Recruit in FY08 for need in FY10				
Technical Program Manager						
Quality Assurance Engineer				Recruit in FY10 for need in FY12		
S&S Systems Engineer		Recruit in FY08 for need in FY10				
Safety System Oversight (Fire Protection)			Recruit in FY09 for need in FY011			
Safety System Oversight (Chemical Safety)				Recruit in FY10 for need in FY12		
Safety System Oversight (Electrical)					Recruit in FY11 for need in FY013	
Maintenance Engineer			Recruit in FY09 for need in FY11			
Industrial Hygienist			Recruit in FY09 for need in FY011			
Business Management Specialist				Recruit in FY10 for need in FY12		Recruit in FY12 for need in FY14
Technical Program Manager					Recruit in FY11 for need in FY13	
Facility Representative				Recruit in FY10 for need in FY12		

Section Five: General concerns or recommendations related to the Technical Staffing


1. YSO has been able to maintain a relatively flat FTE level for the previous two years. However, with the addition of the Uranium Processing Facility (UPF), Integrated Facility Disposition Project (IFDP), and the Complex Command Center (CCC) projects, increased technical staffing is needed to support those projects. Due to NNSA staffing limitations, the six additional FTEs needed to support the construction projects have not been acquired yet. YSO had 86 FTE positions authorized through HR. The 87th FTE authorization was recently approved as a result of a transfer of a Security Specialist position. An additional FTE position (88th) was recently approved to support UPF. Three additional FTEs were requested in support of UPF, taking the total to 91 FTEs. This total does not include the additional 3 UPF positions requested, which would take the total to 94 FTEs. As a result, resources have been diverted from nuclear operations, other line item projects, and GPP/GPE projects to support these new projects, which measurably increases risk in a number of mission areas.
2. Technical support contractor services in FY09 will ultimately be determined by the funding available. YSO's requirements are 3.5 FTEs broken down as follows: 1-Technical Training; .5-Programs; 1-Criticality Safety; and 1-Authorization Basis. If the NNSA hiring freeze continues further into the FY, this requirement could substantially increase due to the current staffing shortfalls of ~10 personnel.
3. The YSO present staffing level baseline does not include positions necessary to absorb the Future Leaders currently in the program and those expected to be added in the future. We anticipate being able to absorb our Future Leaders accessions within our authorized headcount, but if FTE attrition turns out substantially different than projected, it could result in staffing overages or a skills mismatch.
4. YSO is challenged by short notice retirements due to a larger percentage of our workforce already eligible for retirement or will be eligible in the next 5 years. We have determined that approximately one third of our present staff will reach minimum retirement age in the next five years (see table in Section 4). The skill mix represented by this group affects all areas of the YSO, in particular the Facility Representative, Safeguards & Security, and Business Management staffs; and the Subject Matter Experts that occupy 1-deep positions. The lack of entry-level positions to support succession planning continues to be a problem for effective skill preservation management. Absorbing Future Leaders into 1-deep positions that require a high level of competence immediately further complicates succession planning. YSO can expect a significant number of highly skilled employee retirements in FY09 and FY10.
5. YSO has requested the addition of 3 positions to the YSO baseline in FY08 to support the Uranium Processing Facility (UPF) line item project. Three additional positions were requested for FY09. The remainder of the increased workload for this project is being purchased through the Project Management Service Organization (PMSO) or being provided by YSO through matrix support.
6. Highly Enriched Uranium Materials Facility (HEUMF) construction was completed in FY08. The project will be in an acceptance testing and turnover phase in FY09 and into at least the first quarter of FY10. An NNSA ORR, preparation for an accelerated movement of SNM into HEUMF, SNM and mission adjustment in other Y-12 facilities, and meeting Security & Safeguard requirements will require an additional and significant commitment of YSO resources.
7. Any acceleration in the pace of the Integrated Facility Disposition Project (IFDP) could result in the need for additional YSO technical resources.
8. Many of the existing YSO technical staff members are covering multiple functional areas; the ability to handle this workload is due to the high level of technical expertise and experience of the individuals themselves. In future years, this level of competency may not be sustainable for the long term, which could result in the need for additional FTE resources in several functional areas.

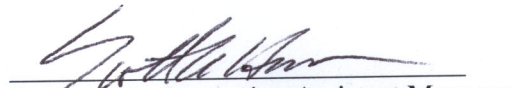
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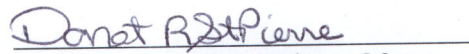
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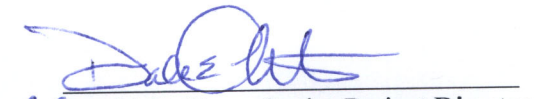

Terry B. Olberding, Assistant Manager
Operations Management

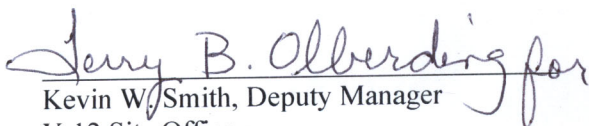

Rick Collier, Acting Assistant Manager
Programs


Thomas E. Vereb, Assistant Manager
Administration

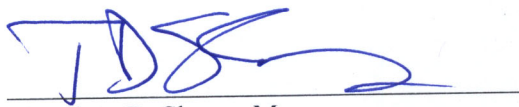

Scott A. Hawks, Acting Assistant Manager
Engineering, Safety, and Environment


Donat R. St. Pierre, Assistant Manager
Safeguards & Security


for Daniel K. Hoag, Senior Project Director
Project Directorate


Kevin W. Smith, Deputy Manager
Y-12 Site Office
FTCP Agent

Approval:


Theodore D. Sherry, Manager
Y-12 Site Office